



## SIGN PERMIT APPLICATION

**(\$75.00 application fee)**

Date \_\_\_\_\_

Permit No. \_\_\_\_\_  
*(For Office Use Only)*

**\*\*THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THE PERMIT APPLICATION TO BEGIN THE REVIEW PROCESS. IF AN ITEM IS NOT PROVIDED, THE PLAN REVIEW TIME PERIOD MAY BE STOPPED UNTIL PROPER DOCUMENTATION IS SUBMITTED.\*\***

- Drawings to scale showing proposed sign with dimensions (Dimensions must also be listed in table below.) Must show placement on elevations for wall signs (two copies).
- Site plan of parcel (two copies) showing placement of signs, setbacks from right-of-way, and setbacks from side property lines. Applicant must show setbacks between signs on same parcel.
- A legal survey shall be required for a freestanding sign being installed.
- Letter from property owner / property manager allowing wall signage.
- Letter of Authorization to pick up permit

Sign Location \_\_\_\_\_

Business Name (Owner) \_\_\_\_\_

Zoning \_\_\_\_\_ Parcel No. \_\_\_\_\_

**Type of Development:**

\_\_\_ Individual business site \_\_\_ Shopping center \_\_\_ Office complex \_\_\_ Multi-use complex \_\_\_ Industrial park \_\_\_ Other

- List Right-Of-Way Frontage length for individual business sites: \_\_\_\_\_
- List unit frontage length for multi-use complexes: \_\_\_\_\_

**Type of Existing Signs:** Please list total sign area of existing signs and whether they will be removed.

Freestanding \_\_\_\_\_ Roof/Projecting \_\_\_\_\_

Wall/Window/Fascia: \_\_\_\_\_ Off-site (billboards): \_\_\_\_\_

**Type of proposed signs:**

\_\_\_ On site  
 \_\_\_ Off site .....Distance to Nearest Off-Site Sign \_\_\_\_\_ Distance to Nearest Residential Zone \_\_\_\_\_

**Proposed Signs:**

Enter height of freestanding signs, dimensions and total sign area (in feet); check which type, and whether or not it will require electric:

	Height (ft)	Area (sf)	Free standing	Roof/ projecting	Wall/ Window	# of Faces	Will sign require electric	Does the sign have existing electric?
1								
2								
3								
4								
5								

VALUE: \$ \_\_\_\_\_ FEE: \$ \_\_\_\_\_

**ELECTRONIC PLAN SUBMISSION:**

Will you be submitting plans electronically for review? Yes \_\_\_\_ No \_\_\_\_

(If yes, identify as Applicant the person or firm responsible for electronic submission of plans)

Applicant: \_\_\_\_\_ Contact person (if applicant is a firm): \_\_\_\_\_

Email Address: \_\_\_\_\_ Daytime Phone #: \_\_\_\_\_

**Important:** Please identify in the space provided below persons or firms that should received notices regarding review of these plans and who should have the ability to view the review process on-line.

**Notice & access cannot be provided without a valid email address**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**CONTRACTOR:**

Contractor Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

License Holders Name: \_\_\_\_\_

State License #: \_\_\_\_\_ City Comp. #: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**ARCHITECT/ENGINEER:**

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**NOTICE**

I hereby acknowledge that I have correctly completed the above application. I hereby agree to conform to all city ordinances regarding building construction, including the securing of separate electrical permits, if necessary. In the event of any damage to improvements in the public right-of-way, I hereby agree to bear the cost of repair.

**I hereby agree to call for all required inspections including the final inspection.**

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit may be required for ELECTRICAL, PLUMBING, SIGNS, IRRIGATION WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, ETC.

**OWNER’S AFFIDAVIT:** I certify that the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**WARNING TO OWNER:** YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AT THE MARION COUNTY CLERK OF COURTS AND A CERTIFIED COPY FILED AT THE BUILDING DEPARTMENT, BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

OWNER:

OR

CONTRACTOR:

\_\_\_\_\_  
OWNER'S SIGNATURE      DATE

\_\_\_\_\_  
CONTRACTOR'S SIGNATURE      DATE

**NOTARY**

STATE: \_\_\_\_\_

STATE: \_\_\_\_\_

COUNTY: \_\_\_\_\_

COUNTY: \_\_\_\_\_

The foregoing was acknowledged before me this  
\_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

The foregoing was acknowledged before me this  
\_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

By \_\_\_\_\_

By \_\_\_\_\_

Who is personally known to me or has produced identification.

Who is personally known to me or has produced identification.

Type of Identification produced: \_\_\_\_\_

Type of Identification produced: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Notary Public (Seal)

Notary Public (Seal)

Pursuant to Florida Statute 713.135(7) all signatures must be notarized

**APPLICATION APPROVED BY**

\_\_\_\_\_ Permit Officer

Consistent with the requirements of paragraph (a), an authority responsible for issuing building permits under this section may accept a building permit application in an electronic format, as prescribed by the authority. Building permit applications submitted to the authority electronically must contain the following additional statements in lieu of the requirement in paragraph (a) that a signed, sworn, and notarized signature of the owner or agent and the contractor be part of the owner's affidavit:

**OWNER'S ELECTRONIC SUBMISSION STATEMENT:**

Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct. An authority responsible for issuing building permit applications which accepts building permit applications in an electronic format shall provide public interest access to the electronic building permit application in a searchable format. This section applies to every municipality and county in the state which has or hereafter may have a system of issuing building permits for the construction or improvements of for the alteration on property located within the geographic limits of the issuing authority.

## CODE REQUIREMENTS

The erection or painting of all signs requiring permits under this chapter shall be done by and permitted to a sign contractor who has paid the local business tax levied in [chapter 62](#), article III, except that property owners or their lessees may erect or paint nonilluminated signs of less than 32 square feet attached to an approved existing structure or building.

(Code 1961, § 16B-4; Code 1985, § 7-415(b); Ord. No. 1828, §§ 2, 3, 3-4-86; Ord. No. 2167, §§ 1—7, 7-17-90; Ord. No. 2418, § 1, 11-2-93; Ord. No. 5823, § 3, 2-19-08)

Sec. 110-53. - Application.

All applications for permits under this division shall be filed by either a contractor licensed to erect signs in the city, or the owner of the property where the sign is to be located or his authorized agent. Such application shall include the following:

- (1) Name, address and telephone number of the owner of the property.
- (2) Name, address and telephone number of the licensed sign company erecting the sign.
- (3) The street address or legal description of the property upon which proposed sign is to be located.
- (4) The height, size, shape and location of the proposed sign.
- (5) Written permission of the owner or his lessee or agent to erect the proposed sign.
- (6) A plan, sketch, blueprint or similar presentation, drawn to scale, showing all pertinent structural details, wind pressure requirements and materials in accordance with the requirements of the applicable building code.
- (7) A statement verifying existing sign area on the premises.
- (8) The actual cost of the sign, to include materials and labor to erect the sign.

(Code 1961, § 16B-4; Code 1985, § 7-415(c); Ord. No. 1828, §§ 2, 3, 3-4-86; Ord. No. 2167, §§ 1—7, 7-17-90; Ord. No. 2418, § 1, 11-2-93; Ord. No. 5023, § 43, 2-19-02)

Note: The 32 square foot rule only applies to the requirements of hiring a sign contractor. The structural details and wind pressures are still required under subsection (6) shown above.

### **Florida Building Code 5th Edition (2014) Building**

#### **[A] 104.11.1 Research reports.**

Supporting data, where necessary to assist in the approval of materials or assemblies not specifically provided for in this code, shall consist of valid research reports from *approved* sources.

**APPROVED SOURCE.** An independent person, firm or corporation, *approved* by the *building official*, who is competent and experienced in the application of engineering principles to materials, methods or systems analyses.

## **How to Complete the Sign Permit Application**

### **Fill in the top portion of the application.**

- Sign Location – Address where the sign is being installed
- Business Name – Enter the name of the business (owner)
- Zoning – Fill in the zone from the Zoning map
- Parcel No. – Enter the tax folio/parcel ID number

### **Type of Development** - Mark what type of development the property is.

- List Right-Of-Way front length for individual business sites: enter the total primary street frontage of the business site in number of feet
- List unit frontage length for multi-use complexes: enter the total building frontage of the business. This is the length from one side of the unit to the other.

### **Type of Existing Signs-** List the total sign area of existing sign types and if they will be removed.

### **Type of proposed signs** – Mark what type of signs will be installed

**Proposed Signs** – Fill in all blanks with height, area, what type of sign, the number of faces, if it will require electric, and if the sign has existing electric

**Value** – Enter the job value, including material and labor.

**Electronic Plan Submission** – Fill in all blanks if submitting plans electronically via Projectdox/ePlans. This requires you to deposit money to an escrow account, but is a convenient option to the plan review process. Contact our office to speak to a customer service rep for more information at 352-629-8421.

### **Attach all required items to the application.**

### **Contractor** – Fill in all blanks in this section

- Contractor Business Name – contractor name or owner name if an owner/builder permit
- Contact Person – name of person within the association to call with questions or when the permit is ready
- License Holders Name: Enter the name of the person that holds the state license.
- State License #: Enter the license number from the state-issued license
- City Comp #: Enter the license number from the city-issued license
- Physical Address: Enter the physical address of your business
- Mailing Address: Enter the address where you receive mail.

**Architect/Engineer** – Fill in all blanks in this section for the person responsible for the plans being submitted, if applicable.

**Page 3 – Signatures** – The Owner or Contractor signatures need to be signed before a Notary Public. A separate letter from the property owner will suffice if they cannot sign page 3.